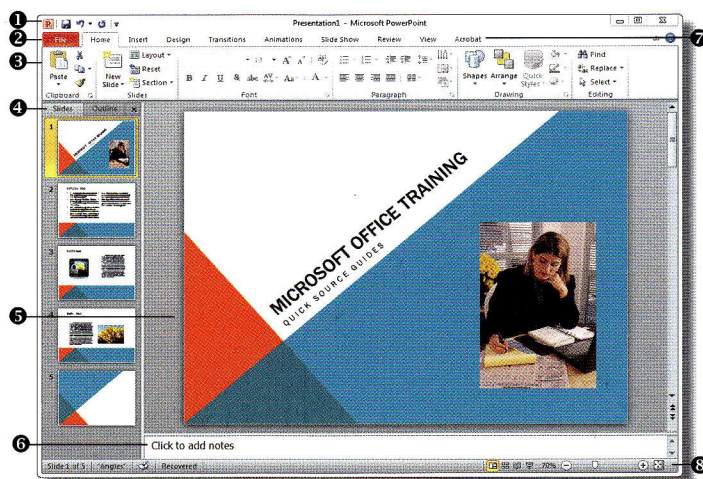


## Getting Started

### The PowerPoint Window



- 1 **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- 2 **Backstage View** – contains tools to work with workbook files and manage Word settings.
- 3 **Ribbon** – contains groups of tools for use with Word 2010.
- 4 **Slides and Outline Tabs** – display slide thumbnails or slide outlines.
- 5 **Slide Pane** – displays the selected slide.
- 6 **Notes Pane** – displays notes for the selected slide.
- 7 **Tab Bar** – contains tabs that display tools and commands in the ribbon.
- 8 **Status Bar** – contains document information and shortcuts.

### NEW! Customizing the Ribbon

1. Click on the **File** tab.
2. Select **Options** in the left pane.
3. Select **Customize Ribbon**.
4. Click the arrow on the **Customize the Ribbon** box and select the tab group you want to customize from the resulting menu.
5. Do any of the following:
  - To **hide or display a tab**, check or clear the box next to the group name in the box on the right.
  - To **rename a tab or group**, select the current name and click the **Rename** button. Enter a new name in the **Display name** box and click the **OK** button.
  - To **rearrange tabs and groups**, select the tab or group name and click the **Move Up** or **Move Down** button.
6. Click the **OK** button when you are finished.

### NEW! Using the Backstage View

The Backstage view replaces and expands on the File menu in PowerPoint 2003 and the Microsoft Office button in PowerPoint 2007. The Backstage view allows you to quickly manage PowerPoint settings, such as Permissions, Sharing, Versions, Properties, and Options. It also allows you to save a file, open a file, or print the current file. To access the Backstage view, click on the **File** tab on the **Tab Bar**. Make selections in the **Left pane**. Click on a tab (including the **File** tab) to exit the Backstage view.

### Opening a Presentation

1. Click on the **File** tab.
2. Select **Open** in the left pane.
3. In the **Open** dialog box, locate and select the file you want to open.
4. Click the **Open** button.

### Opening a Recent Presentation

1. Click on the **File** tab.
2. Select **Recent** in the left pane.
3. Do one of the following:
  - To **open a recent document**, select the document in the **Recent Presentation** pane.
  - To **open a recent folder**, select the folder in the **Recent Places** pane. Select the file you want to open and click the **Open** button.

### Creating a New Blank Presentation

1. Click on the **File** tab.
2. Select **New** in the left pane.
3. Select **Blank presentation** in the **Available Templates and Themes** pane.
4. Click the **Create** button.

### Creating a Presentation from a Template

1. Click on the **File** tab.
2. Select **New** in the left pane.
3. Do one of the following:
  - To **use a recently used template**, select **Recent templates**.
  - To **use a sample template**, select **Sample templates**.
  - To **use a template that you have created**, select **My templates**.
4. Select the template you want to use.
5. Click the **Create** button.

*Note: Click the **Home** button to return to the **Available Templates** pane.*

### Creating a Presentation Based on an Office.com Template

1. Click on the **File** tab.
2. Select **New** in the left pane.
3. Select a template category in the **Office.com Templates** section.
4. Select the template you want to use.
5. Click the **Download** button.

### Saving a Presentation

1. Click on the **File** tab.
2. Do one of the following:
  - To **save the document as a PowerPoint 2007 or PowerPoint 2010 file (.pptx)**, select **Save** from the left pane.
  - To **save the document as another file format**, select **Save As** in the left pane. Click the arrow on the **Save as type** box and select a format from the resulting menu.
3. Select the location where you want to save the document.
4. Enter a file name in the **File name** box.
5. Click the **Save** button.





## Slides

### Creating a New Slide

1. Select the slide in the **Slides** tab that you want the new slide to appear after.
2. Click on the **Home** tab.
3. Do one of the following:
  - To insert a new slide with the same layout as the selected slide, click the top section of the **New Slide** button in the **Slides** group.
  - To insert a new slide with a different layout, click the bottom section of the **New Slide** button in the **Slides** group and select a slide layout from the resulting menu.

*Note: To quickly create a new slide with the same layout, click below the slide in the **Slides** tab and press the **Enter** key.*

### Copying a Slide

1. Select the slide in the **Slides** tab that you want to copy.
2. Click on the **Home** tab.
3. Click the **Copy** button in the **Clipboard** group.
4. Click in the **Slide** tab where you want to place the new slide.
5. Click the top section of the **Paste** button in the **Clipboard** group.

*Note: To move a slide, click and drag the slide thumbnail in the **Slides** tab.*

### Deleting a Slide

1. Right-click the slide in the **Slides** tab that you want to delete.
2. Select **Delete Slide** from the shortcut menu.

*Note: You can also select the slide in the **Slides** tab that you want to delete and press the **Delete** key.*

### Changing the Layout of a Slide

1. Select the slide in the **Slides** tab that you want to change the layout of.
2. Click on the **Home** tab.
3. Click the **Layout** button in the **Slides** group.
4. Select a layout from the resulting gallery. (If you do not want a defined layout, select **Blank**.)

### Hiding a Slide

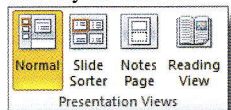
You can hide a slide so that it does not appear during a slide show without deleting it from the presentation.

1. Select the slide in the **Slides** tab that you want to hide.
2. Click on the **Slide Show** tab.
3. Click the **Hide Slide** button in the **Set Up** group. (The hidden slide icon will appear on the page number in the **Slides** tab.)

### Working with Slide Views

- To view the presentation in the default editing view, click the **Normal** button on the **Status Bar**.
- To view the slides as thumbnails, click the **Slide Sorter** button on the **Status Bar**.
- To review the presentation with simple editing controls (not a full screen slide show), click the **Reading View** button on the **Status Bar**. Press the **Esc** key to exit **Reading View**.
- To view the presentation as a slide show, click the **Slide Show** button on the **Status Bar**. Press the **Esc** key to exit the slide show.

*Note: You can also click on the **View** tab and click the buttons in the **Presentation Views** group.*



### Changing Slide Properties

1. Click on the **Design** tab.
2. Click the **Page Setup** button in the **Page Setup** group.
3. *Optional:* Click the arrow on the **Slides sized for** box and select a size from the resulting menu.
4. *Optional:* Enter or select a number in the **Number slides from** box.
5. *Optional:* Make changes in the **Orientation** section.
6. Click the **OK** button.

*Note: To quickly change the orientation of slides, click on the **Design** tab, click the **Slide Orientation** button in the **Page Setup** group, and select an orientation from the resulting menu.*

### Adding a Header and Footer to a Slide

1. Select the slide in the **Slides** tab that you want to add a header and footer to.
2. Click on the **Insert** tab.
3. Click the **Header & Footer** button in the **Text** group.
4. Do any of the following:
  - To add the date and time, check the **Date and time** box and select options.
  - To add the slide number, check the **Slide number** box.
  - To add footer text, check the **Footer** box and enter text in the text box.
5. *Optional:* To prevent the header and footer from being displayed on the title slide, check the **Don't show on title slide** box.
6. *Optional:* To add a header and footer to notes and handout pages, click on the **Notes and Handouts** tab, make selections, and click on the **Slide** tab.
7. Do one of the following:
  - To apply the header and footer to the selected slide only, click the **Apply** button.
  - To apply the header and footer to all slides, click the **Apply to All** button.

## Themes

### Applying a Theme

1. Click on the **Design** tab.
2. Select a theme in the **Themes** group. (If the theme you want is not displayed, click the **More** button and select a theme from the resulting gallery.)

*Note: You can also apply a theme from the Backstage view. Click on the **File** tab and select **New** in the **Left** pane. Select **Themes**, select a theme, and click the **Create** button.*

### Applying a Color, Font, or Effects Scheme

1. Click on the **Design** tab.
2. In the **Themes** group, do any of the following:
  - To apply a color scheme, click the **Colors** button and select a color scheme from the resulting menu.
  - To apply a font scheme, click the **Fonts** button and select a font scheme from the resulting menu.
  - To apply an effects scheme, click the **Effects** button and select an effects scheme from the resulting menu.

### Saving a Theme

1. Click on the **Design** tab.
2. Click the **More** button in the **Themes** group.
3. Select **Save Current Theme** from the resulting menu.
4. Enter a name for the theme in the **File name** box.
5. Click the **Save** button.





## Text

### Creating a Text Box

1. Click on the **Insert** tab.
2. Click the **Text Box** button in the **Text** group.
3. Click and drag in the slide to create the text box.
4. *Optional:* To move a text box, place your mouse pointer over the border of the box until it changes into a four-sided arrow. Click and drag to move the text box.
5. Enter text in the text box and click outside the text box when you are finished.

*Note: To format the text or text box, make selections on the **Format** tab.*

### Adding Notes to a Slide

1. Click the **Normal** button on the **Status Bar**.
2. Click in the **Notes** pane to enter text.

*Note: To view notes in the **Notes Page** view, click on the **View** tab and click the **Notes Pages** button in the **Presentation Views** group.*

### Using AutoFit

PowerPoint's AutoFit feature automatically resizes placeholder text to keep it within the placeholder boundaries. If you don't want the text to be resized, click the **AutoFit Options** button and select **Stop Fitting Text to This Placeholder** from the resulting menu.

*Note: To disable autofit for a placeholder, select the text in the placeholder. Right-click the text and select **Format Text Effects** from the shortcut menu. Click the **Text Box** button, select **Do not Autofit**, and click the **Close** button.*

### Cutting, Copying, and Pasting Text

1. Select the text you want to cut or copy.
2. Click on the **Home** tab and do one of the following:
  - To cut the text, click the **Cut** button in the **Clipboard** group or press **Ctrl + X**.
  - To copy the text, click the **Copy** button in the **Clipboard** group or press **Ctrl + C**.
3. Click where you want to paste the selection.
4. Click the top section of the **Paste** button in the **Clipboard** group or press **Ctrl + V**.
5. *Optional:* Click the **Paste Options** smart tag button that appears and do one of the following:
  - To keep the source formatting, click the **Keep Source Formatting** button.
  - To merge the source and destination formatting, click the **Merge Formatting** button.
  - To paste the text with no formatting, click the **Keep Text Only** button.

*Note: You can also preview screen shots and other graphics before pasting them in your slides.*

### Previewing Text Before Pasting

You can preview copied text to view the formatting before you paste it in.

1. Copy the text you want to paste into the presentation.
2. Click on the **Home** tab.
3. Click the bottom section of the **Paste** button in the **Clipboard** group.
4. Rest your mouse pointer on the buttons to preview the text before you paste it.
5. Click a button to paste the text.

## Text Formatting

### Applying Text Formatting

1. Select the text you want to format.
2. Click on the **Home** tab.
3. Click the **Show the Font** dialog box launcher in the bottom-right corner of the **Font** group.
4. Make font formatting selections.
5. Click the **OK** button when you are finished.

*Note: To quickly format selected text, click the buttons in the **Font** group.*

### Applying Paragraph Formatting

1. Select the text you want to format.
2. Click on the **Home** tab.
3. Click the **Show the Paragraph** dialog box launcher in the bottom-right corner of the **Paragraph** group.
4. Make paragraph formatting selections.
5. Click the **OK** button when you are finished.

*Note: To quickly format selected text, click the buttons in the **Paragraph** group.*

### Applying a WordArt Style to Text

1. Select the text you want to apply a style to.
2. Click on the **Format** tab.
3. Select a style in the **WordArt Styles** box. (If the style you want is not displayed, click the **More** button and select theme from the resulting menu.)

### Creating a Bulleted or Numbered List

1. Click in the text box where you want to create the bulleted or numbered list.
2. Click on the **Home** tab.
3. In the **Paragraph** group, do one of the following:
  - To create a bulleted list, click the **Bullets** button.
  - To create a numbered list, click the **Numbering** button.
4. Enter list text and press the **Enter** key after each line.
5. *Optional:* To create a multi-level list, select the list item you want to promote or demote and click the **Decrease List Level** or **Increase List Level** button in the **Paragraph** group.
6. When you are finished, click the **Bullets** or **Numbering** button in the **Paragraph** group.

*Note: To add bullets or numbering to existing text, select the text you want to make into a list. Click on the **Home** tab, and click the **Bullets** or **Numbering** button in the **Paragraph** group.*

### Working with the Mini Toolbar

1. Select the text you want to format.
2. Place your mouse pointer over the **Mini** toolbar to display it.
3. Click a button on the **Mini** toolbar to format text.



### QUICK Source

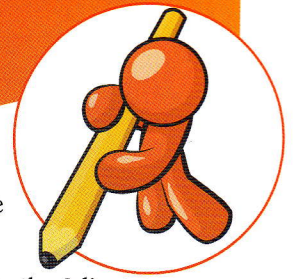
To order call toll-free 1-888-280-0424.

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## Illustrations

### Inserting a Shape

1. Click on the **Home** tab.
2. Click the **Shapes** button in the **Drawing** group.
3. Select the shape you want from the resulting menu.
4. Click and drag in the slide to create the shape.
5. *Optional:* To edit the shape, click on the **Format** tab that appears and click the buttons in the **Shape Styles** group.

### Inserting an Illustration

1. Click in the slide where you want to insert the illustration.
2. Click on the **Insert** tab.
3. In the **Illustrations** group, do one of the following:
  - To insert a picture from a file, click the **Picture** button. Locate and select the graphic file you want to insert and click the **Insert** button.
  - To insert a clip art graphic, click the **Clip Art** button. Enter a keyword for the clip art you want to insert in the Search for box in the **Clip Art** task pane. Click the **Go** button. Click once on the graphic you want to insert in the results pane.
  - To insert a SmartArt graphic, click the **SmartArt** button. Select a category in the left pane and select the **SmartArt** graphic you want to insert. Click the **OK** button.
  - To insert a chart, click the **Chart** button. Select a category in the left pane and select the chart you want to insert. Click the **OK** button. Enter chart data and click the **Close** button when you are finished.

### Inserting Screen Shots

PowerPoint now provides tools for taking screen shots (or pictures of the screen) and inserting them in your presentations. You can take a screen shot of any window that is not minimized. If you want to insert a portion of a window, minimize all windows except the PowerPoint window you are working in and the window you want to use to take the screenshot.

1. Click the slide where you want to add the screenshot.
2. Click on the **Insert** tab.
3. Click the **Screenshot** button in the **Illustrations** group.
4. Do one of the following:
  - To insert the whole window, click on a thumbnail in the **Available Windows** gallery.
  - To insert part of a window, select **Screen Clipping**. When the mouse pointer becomes a cross, click and drag across the area you want to capture.
5. *Optional:* Click the buttons on the **Format** tab that appears to format the screen shot.

### Applying Artistic Effects

You can apply artistic effects and textures, such as pencil sketch and watercolor sponge, to pictures.

1. Click on the picture you want to apply the effects to.
2. Click on the **Format** tab.
3. Click the **Artistic Effects** button in the **Adjust** group.
4. *Optional:* Rest your mouse pointer over an effect to see the "Live Preview" of the effect.
5. Select the effect you want to apply from the resulting gallery.
6. *Optional:* To apply a different artistic effect, click the **Artistic Effects** button and select a different effect from the resulting gallery.

*Note:* To remove an artistic effect, click on the picture with the effect you want to remove. Click on the **Format** tab, click the **Artistic Effects** button, and select **None** from the resulting gallery.

### Removing the Background from a Picture (NEW!)

1. Click on the picture you want to remove the background from.
2. Click on the **Format** tab.
3. Click the **Background Removal** button in the **Adjust** group.
4. Click and drag a handle on the box that appears and drag the line so that the box contains the portion of the picture you want to keep.
5. *Optional:* For more precise selection, do any of the following in the **Refine** group:
  - To specify the parts of the picture you do not want removed, click **Mark Areas to Keep**. Click and drag lines to select the areas to keep.
  - To specify the parts of the picture you want removed, click **Mark Areas to Remove**. Click and drag lines to select the areas to remove.
  - To remove a line, click the **Delete Mark** button.
6. In the **Close** group, do one of the following:
  - To keep your changes, click the **Keep Changes** button.
  - To discard your changes, click the **Discard All Changes** button.

## Animation

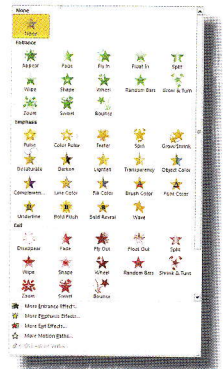
### Applying a Transition Effect

1. Select the slide in the **Slides** tab you want to apply a transition effect to.
2. Click on the **Animations** tab.
3. Select a transition in the **Transition to This Slide** box. (If the transition you want is not displayed, click the **More** button and select a theme from the resulting gallery.)
4. Make additional selections in the **Transition to This Slide** box.
5. *Optional:* To preview the transition effect, click the **Preview** button in the **Preview** group.

### Animating an Object

1. Select the object you want to animate.
2. Click on the **Animations** tab.
3. Select an animation in the **Animation Styles** box in the **Animations** group. (If the animation you want is not displayed, click the **More** button and select an animation from the resulting gallery.)
4. Select an animation from the resulting gallery.
5. *Optional:* To add an additional animation, click the **Add Animation** button in the **Advanced Animation** group and select an animation from the resulting gallery.
6. To preview the animation(s) on the slide, click the top section of the **Preview** button in the **Preview** group.

*Note:* To remove animation from an object, click the **More** button and select **None** from the resulting gallery.

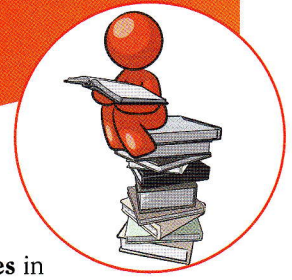


### Duplicating Animated Effects (NEW!)

Use the Animation Painter to copy text animation effects.

1. Select the object with the animation effect(s) you want to copy.
  2. Click on the **Animations** tab.
  3. Click the **Animations Painter** button in the **Advanced Animation** group.
  4. Select the object you want to copy the animation effect(s) to.
- Note:* Double-click the **Animation Painter** button to apply effects to more than one object. Click the **Animation Painter** button again to disable the **Animation Painter**.





# Slide Shows

## Viewing a Slide Show

1. Click on the **Slide Show** tab.
2. In the **Start Slide Show** group, do one of the following:
  - To start the slide show from the beginning, click the **Slide Show From Beginning** button.
  - To start the slide show from the current slide, click the **From Current Slide** button.
3. Place your mouse pointer in the bottom-left corner of the slide show and use the **Slide Show** toolbar to navigate through the slide show. (To exit the show before it is finished, press the **Esc** key.)
4. **NEW!** Optional: To turn your mouse pointer into a laser, hold the **Ctrl** key and click and drag the mouse pointer around in the slide.

Note: Press **F1** during the show for a list of keyboard commands. Click the **OK** button when you are finished.

## Rehearsing Timings

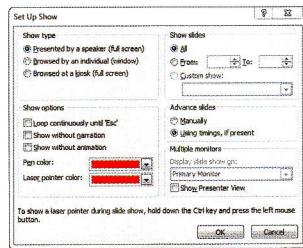
Use the rehearse timings feature to record the time you will need to present each slide in the slide show.

1. Click on the **Slide Show** tab.
2. Click the **Rehearse Timings** button in the **Set Up** group. (The show will start in rehearsal mode and the **Rehearsal** toolbar will be displayed. The **Rehearsal** toolbar displays the time for the current slide and the entire presentation.)
3. When you are ready to advance to the next effect or slide, click the **Next** button on the **Rehearsal** toolbar.
4. Repeat for all slides in the presentation.
5. When you are finished, do one of the following:
  - To save the timings, click the **Yes** button.
  - To discard the timings, click the **No** button.

## Setting Up a Slide Show

Setting up a slide show allows you to set slide show options such as the show type, which slides to include in the show, and how to advance the slides. You can also change the laser pointer color.

1. Click on the **Slide Show** tab.
2. Click the **Set Up Slide Show** button in the **Set Up** group.
3. Make selections in the **Set Up Slide Show** dialog box.
4. Click the **OK** button when you are finished.



# Output

## Printing Slides

1. Click on the **File** tab.
2. Select **Print** in the left pane. (The **Print Preview** is automatically displayed in the right pane.)
3. Optional: To change the preview zoom, click and drag the **Zoom** slider or click the **Zoom Out** or **Zoom In** buttons at the bottom of the preview.
4. Optional: To print a single slide or range of slides, enter the slide number or range in the **Slides** box in the middle pane under **Settings**. (By default all slides will be printed unless you specify the slides.)
5. Optional: Select print options in the middle pane.
6. Click the **Print** button to print the slide(s).

Note: You can also press **Ctrl + P**.

## Printing Handouts, Notes Pages, or an Outline

1. Click on the **File** tab.
2. Select **Print** in the left pane.
3. Under **Settings**, click on **Full Page Slides** in the middle section and do one of the following:
  - To print handouts, select a handout layout from the resulting menu.
  - To print notes pages, select **Notes Pages** from the resulting menu.
  - To print an outline, select **Outline** from the resulting menu.
4. Click the **Print** button.

## Saving Handouts in a Word Document

1. Click on the **File** tab.
2. Select **Save & Send** in the left pane.
3. Under **File Types**, click **Create Handouts**.
4. Click the **Create Handouts** button.
5. Select a page layout in the **Page layout in Microsoft Word** section.
6. Select **Paste** or **Paste link** in the **Add slides to Microsoft Word** document section.
7. Click the **OK** button.

## E-mailing a Presentation

1. Click on the **File** tab.
2. Select **Save & Send** in the left pane.
3. Click the **Send as Attachment** button.
4. Enter recipient information in the **To** box.
5. Optional: Enter additional information.
6. Click the **Send** button.

## Saving a Presentation as a Video **NEW!**

You can save your presentation as a Windows Media Video (.wmv) file, including voice narrations, transitions, animations, and embedded audio and videos.

1. Click on the **File** tab.
2. Select **Save & Send** in the left pane.
3. Under **File Types**, click **Create a Video**.
4. Optional: Select options for the video in the right pane.
5. Click the **Create Video** button.
6. Enter a file name in the **File name** box.
7. Select a location to save the video.
8. Click the **Save** button.

## Broadcasting a Slide Show **NEW!**

You can now broadcast your slide show to a remote audience over the Internet.

1. Click on the **Slide Show** tab.
2. Click the **Broadcast Slide Show** button in the **Start Slide Show** group.
3. Click **Start Broadcast**. (You must have a Windows Live ID to use this service.)
4. Login using your Windows Live ID login and password.
5. To share the unique URL for the slide show, do one of the following:
  - To send the URL by e-mail, click on **Send in Email**.
  - To copy the link, click on **Copy Link**.
6. When the audience has received the URL for the show, click the **Start Slide Show** button.
7. When you are finished, press the **Esc** key to exit the Slide Show and click the **End Broadcast** button in the **Broadcast** group.
8. Click the **End Broadcast** button in the dialog box that appears.





## Home Tab Shortcuts

### Clipboard Group

Paste .....	Ctrl + V
Cut .....	Ctrl + X
Copy .....	Ctrl + C
Format Painter .....	Ctrl + Shift + C

### Slides Group

New Slide .....	Ctrl + V
-----------------	----------

Layout .....	Ctrl + F
Reset .....	Ctrl + H
Section .....	none

### Font Group

Calibri (Body) Font .....	Ctrl + Shift + F
11 Font Size .....	Ctrl + Shift + P
Grow Font .....	Ctrl + Shift + .
Shrink Font .....	Ctrl + Shift + ,
Clear All Formatting .....	none
Bold .....	Ctrl + B
Italic .....	Ctrl + I
Underline .....	Ctrl + U
Text Shadow .....	none
Strikethrough .....	none
Character Spacing .....	none
Change Case .....	none
Font Color .....	none

### Paragraph Group

Bullets .....	none
Numbering .....	none

Decrease Indent .....	none
Increase Indent .....	none
Line Spacing .....	none
Align Text Left .....	Ctrl + L
Center .....	Ctrl + E
Align Text Right .....	Ctrl + R
Justify .....	Ctrl + J
Columns .....	none
Text Direction .....	none
Align Text .....	none
Convert to SmartArt Graphic .....	none

### Drawing Group

Shapes .....	none
Arrange .....	none
Quick Styles .....	none
Shape Fill .....	none
Shape Outline .....	none
Shape Effects .....	none

### Editing Group

Find .....	Ctrl + F
Replace .....	Ctrl + H
Select .....	none

## Other Shortcuts

### Quick Access Toolbar

Save .....	Ctrl + S
Undo .....	Ctrl + Z
Redo .....	Ctrl + Y

## Getting Help

### Using PowerPoint Help

1. Click the **Microsoft PowerPoint Help** button on the **Tab Bar** or press **F1**.
2. Do one of the following:
  - To browse *Outlook Help*, select a topic heading in the **Browse PowerPoint 2010 support** section.
  - To browse the *Help Table of Contents*, click the **Show Table of Contents** button on the **Standard** toolbar. Click a book icon to open a topic and view its subtopics.
3. Click once on a topic to view **Help** information.

*Note: Click the **Home** button on the **Standard** toolbar to return to the **Home** page. Click the **Back** and **Forward** buttons to navigate through PowerPoint Help.*

### Printing a Help Topic

1. Display the Help topic you want to print.
2. Click the **Print** button on the **Standard** toolbar.
3. Select print options.
4. Click the **Print** button to print the topic.

### Searching for a Help Topic

1. Click the **Microsoft PowerPoint Help** button on the **Tab Bar** or press **F1**.
2. Click the arrow on the **Search** button and select where you want to search from the resulting menu.
3. Do one of the following:
  - To search for a new *Help* topic, enter what you want to search for in the **Type words to search for** box and click the **Search** button.
  - To search for a recently used search topic, click the arrow on the **Type words to search for** box and select a topic from the resulting menu.
4. Click once on a topic to view **Help** information.

### Accessing Help in the Backstage View **(NEW!)**

Click on the **File** tab and select **Help** in the left pane. You can access PowerPoint Help, Microsoft Office Online, or contact Microsoft Support.

